

ANNOUNCEMENT NUMBER: 07-16

OPEN TO: All Interested Candidates

FROM: Leilani Boyle, Human Resources Officer

POSITION: HR Assistant, FSN-08*/FP-06**

OPENING DATE: February 24, 2016

CLOSING DATE: March 9, 2016

WORK HOURS: Full-Time; 40 hours/week

SALARY: *Ordinarily Resident (OR): QRs. 130,854 p.a. (starting salary)
**Not-Ordinarily Resident (NOR): US \$46,093 p.a. (starting salary)

The U.S. Embassy in Doha, Qatar is seeking an individual for the position of Senior Human Resources Assistant in the Human Resources Office. All applicants with a current work permit must be able to transfer their sponsorship without objection from their current employer. Overseas applicants, once selected will need to obtain a work visa from abroad.

BASIC FUNCTION OF POSITION

Under the general supervision of the Human Resources Officer and with the assistance of three HR management staff members, the incumbent serves as one of two lead senior human resources assistants responsible for carrying out the full-range of human resources functions. Supervises two HR immigration/expediter/visa clerks (FSN-6) and one HR Clerk (FSN-5).

The complete position description listing all duties and responsibilities is [here](#).

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. Education: Bachelor's degree in human resources, management, public/business administration or equivalent.
2. Prior Work Experience: Five years of experience in HR required.
3. Language Proficiency: Level IV (fluent) speaking/writing/reading English is required.
4. Knowledge: Substantial knowledge of 3 FAM, 3 FAH and other Departmental human resources management regulations required. Knowledge of the local labor law and prevailing practices in the host country required. Knowledge of

Department of State correspondence and communication formats and procedures required.

5. Skills and Abilities: Steadfast adherence to the highest standards of professional conduct and commitments to upholding the integrity of all aspects of personnel administration consistent with applicable regulatory guidance required, highly developed interpersonal and communication skills required. Ability to deal with human resources management issues in a principled, fair and equitable manner required; ability to assimilate new information and provide interpretation of regulations and policies required.

SELECTION PROCESS

When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

ADDITIONAL SELECTION CRITERIA

1. Management may consider the following when determining successful candidacy: nepotism, conflict of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member ([DS-174](#)); **or**
2. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.
3. Candidates who claim US Veterans preference must provide a copy of their **Form DD-214** with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
4. If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the [DS-174](#).

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

SUBMIT APPLICATION (AND INQUIRIES) TO:

HRODoha@state.gov

POINT OF CONTACT:

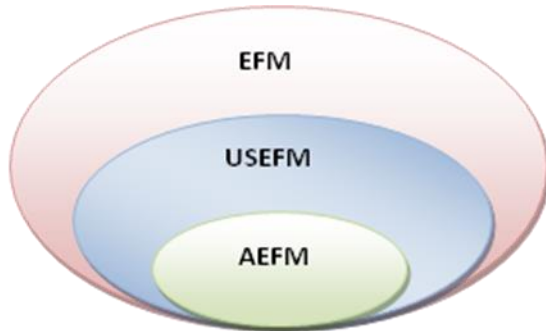
Telephone: (+974) 4496-6000 Ext. 6737 or 6712

EQUAL EMPLOYMENT OPPORTUNITY:

The US Mission in Doha provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A - DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An EFM for employment purposes is defined an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

2. **US Citizen Eligible Family Member (USEFM):** A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**

- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; or
- Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; or
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

3. **Appointment Eligible Family Member (AEFM):** An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

4. **Member of Household (MOH):** A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

5. **Not Ordinarily Resident (NOR)** – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and

- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

6. **Ordinarily Resident (OR)** – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

POSITION DESCRIPTION LISTING ALL DUTIES AND RESPONSIBILITIES

POSITION TITLE: HR Assistant	POSITION GRADE: FSN 08*/FP 06**
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MAJOR DUTIES AND RESPONSIBILITIES

The incumbent provides post expertise on all aspects of human resources work at the mission, in the areas of LE Staff/FMA Recruitment, Employee Relations, Immigration and Accreditation. Coordinator of post's Duty Officer Program and oversees post's training program. Provides advice and guidance on HR policies and regulations, and standard operating procedures. Incumbent will also back-up and provide knowledge and expertise in LE Staff Personnel Actions (PSA), Check-in (Orientation)/Check-out LE staff, Performance Management, Official Residence Employees (ORE), Retirement and Separation, Special Immigrant Visa (SIV), Mission Awards Program, Administration of LE Staff Benefits, and Records and Database Management.

A. LE Staff/FMA Recruitment 25%

Family Member Employment Coordinator

Manages and coordinates the duties and responsibilities for all aspects of the Family Member Employment Program for Embassy Doha.

Recruitment

Administers post recruitment program (FSN, PSA, FMA, TEMP, OSHP). Prepares position vacancy announcements and reviews and approves interview questions. Solicits applications, screens applications, conducts tests, participates in the interview process and advises the HR officer and the PEC on departmental regulations, mission policies and procedures, as well as local labor laws pertaining to the employment of local hires.

In accordance with policies and regulations, informs and explains the various possible hiring mechanisms. In-process appointed employees and request Superior Qualifications Rate (SQR), or Highest Previous Rate (HPR) for FMAs. Provides guidelines and assistance on recruitment matters, coordinates NSDD-38 requests from other USG agencies in establishing/abolishing positions. Responds to all other miscellaneous inquiries such as EPAP, post internship program, summer hire, etc.

Manages post internship program; scheduling rotations and assignments; monitoring intern job contributions, etc.

B. Immigration and Accreditation 25%

Manages and supervises the mission's immigration function. This includes but not limited to supervising, overseeing and guiding the three HR staff who perform the mission's immigration work for all mission staff and family members, USDH and LE staff (who are all TCNs). Streamlines and develops work methods and enhance effectiveness and efficiency of the immigration services; Ensures timely submission of diplomatic notes. Signs official correspondence and approves immigration forms for submission to the Ministry of Foreign Affairs and the Ministry of the Interior. Maintains contact with immigration officials.

C. HR Policies and Regulations 15%

Assists in the development and implementation of post personnel policies and procedures in accordance with local labor laws, decrees, SOPs, and federal guidelines and regulations. Provides interpretation, makes recommendations for changes to existing policies to ensure compliance with new or proposed regulations. Prepares and maintains employee handbook and policies and procedures manual.

D. Employee Relations 15%

Handles employee relations counseling and exit interviewing. May function in a wide variety of situations requiring fact finding skills and facilitation between employee/manager relationships. Assists and participates in conducting pre-disciplinary meetings.

Provides advice and guidance on how best to obtain required documentation to complete the diplomatic accreditation process smoothly (residence permit). Mission staff members are treated individually and the process tailored to suit their immigration needs, such as obtaining visa to travel in the Gulf region and other parts of the world.

E. Training 15%

Coordinates post employees' training program. Specific responsibilities include: advises the Mission training committee and the HRO (post training officer) on training related issues; maintains all applicable employee records, post training committee decisions and inter-office liaison; Disseminates information on post and State training programs to Embassy employees, and facilitates the participation of employees in training programs. Ensures fairness and equitability in the distribution of training opportunities and such training should focus on

relevant and essential skills required for the performance of a job function that will contribute to accomplishing Mission goals. Conducts briefing to newly arrived USDH staff and family members on employment of domestic staff, etc.

F. Duty Officer Program 5%

Reviews materials on the Duty Officer handbook and briefs Duty Officer regarding his/her duties and responsibilities each week. Prepares Duty Officer lists/schedule.

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